

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>Belmopan, Belize</b>	2. Agency <b>Department of State</b>	3a. Position Number <b>310901 100154</b>
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☒ Yes ☐ No 3010901100155, 3010901100156, 3010901100157, 3010901100158

## 4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☒ c. Other (explain) One position vacant/It has been more than 5 years since last classified

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <b>WHA/FRC</b>	<b>Custodian, 1305</b>			
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <b>Janitor</b>	7. Name of Employee
8. Office / Section <b>Facility Management Section</b>	a. First Subdivision: <b>Management Section</b>
b. Second	b. Third Subdivision:

9. This is a complete and accurate description of the duties and responsibilities of my position  _____ Printed Name of Employee  _____ Signature of employee      _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position  _____ Printed Name of Supervisor  _____ Signature of Supervisor      _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head      _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      _____ Date (mm-dd-yyyy)
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**13. Basic Function of Position**

Incumbent cleans offices and other work areas, public areas and entrances, hallways, bathrooms, water fountains, and storage areas, including outlying buildings, the CACs and U.S. Government leased residences during transition periods. May be called upon to assist with special functions.

**14. Major Duties and Responsibilities****100 % OF TIME**

## **15. Qualifications Required For Effective Performance**

### **a. Education**

Completion of primary school is required.

### **b. Prior Work Experience**

Six months experience in custodial/janitorial work.

### **c. Post Entry Training**

Basic SHEM safety training.

### **d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread).**

Level III (Good working knowledge - Read/Write/Speak) English Language skill is required.

### **e. Job Knowledge**

Incumbent must have good working knowledge of the safe use of cleaning chemicals/products and cleaning machines.

### **f. Skills and Abilities**

Ability to work independently and with minimal supervision; must get along well with colleagues and must take the initiative to perform the duties of the position. Must be able to work on ladders at 12 – 20 feet tall when cleaning windows and other outside areas.

## **16. Position elements**

### **a. Supervision Received**

Incumbent is directly supervised by the Janitor Supervisor. Incumbent may also receive instructions/guidance from the FSN Facility Manager, FS Facility Manager or Management Officer.

### **b. Supervision Exercised**

None

### **c. Available Guidelines**

SHEM Safety guidelines and other guidelines on safe use of cleaning chemicals and cleaning equipment.

### **d. Exercise of Judgment**

Exercises judgment with reorganization of assigned daily tasks to deal with urgent matters.

### **e. Authority To Make Commitments**

None

### **f. Nature, Level, and Purpose of Contacts**

Direct supervisor, team members and basic communication with other members of staff when soliciting cleaning needs.

### **g. Time Expected to Reach Full Performance Level** Six months.



## **14. Major Duties And Responsibilities (Continue)**

### **General Cleaning**

**95% OF THE TIME**

Performs the cleaning of all offices and other work areas, public areas and entrances, hallways, bathrooms, water fountains, and storage areas, including outlying buildings, the CACs and U.S. Government leased residences during transition periods.

Incumbent is responsible for the cleanliness of the embassy compound and the make-ready cleaning of certain leased-properties. This includes hard-floor cleaning such as sweeping and mopping, but also more extensive maintenance such as stripping, resealing, and polishing of stone and vinyl flooring. Carpet vacuuming, spot treating, and steam cleaning is also required. Incumbent is also responsible for all dusting and glass cleaning within the compound. This includes the cleaning of interior and exterior windows.

Incumbent is responsible for the stocking (toilet paper, paper towels, hand soap, and trash can liners) and cleaning of bathrooms. This includes general cleaning such as cleaning toilets and sinks, but also stainless steel, tile, grout maintenance. Incumbent is also responsible for the monitoring and removing of trash and the replacing of trash liners. Removal of trash from the premises is also the responsibility of the incumbent.

Incumbent assists GSO with the cleaning of welcome kit utensils, washing of linens/towels, and preparation of linens for official functions. This work can also include the shampooing of rugs for the furniture and furnishing pool. Incumbent assists other FAC team members with the maintenance and cleaning of the sidewalks and external façade of the buildings.

Incumbent is responsible for the care, cleanliness, and storage of cleaning equipment. They are also responsible for reporting building maintenance problems to other FAC team members. Incumbent works with GSO to ensure that the stocking of cleaning supplies is adequate and suggests warehouse stock volumes to meet the needs of the cleaning crew.

### **Other Duties**

**5% of the Time**

Incumbent is required to perform any other duties which may be assigned, including casual labor or other duties as may be required by the Facility Management Section and assisting with and at official functions such as 4<sup>th</sup> of July, Awards ceremony etc.

**Note:** “This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.”